

DEPARTMENTAL REGULATION		Number: 3400-001
SUBJECT: Coordination of External Contacts Related to Major Information Resources Management Activities	DATE: March 5, 1984	
	OPI: Information Management Division, Office of Information Resources Management	

1 PURPOSE

As the Department's Senior IRM Policy Official, the Assistant Secretary for Administration is responsible for overseeing and reviewing the Department's information resource management activities and must be aware of external contacts, especially with oversight agencies, on major IRM activities. This regulation prescribes a process for agencies to follow to ensure that these contacts are coordinated with the Assistant Secretary for Administration. He needs to be aware of these external contacts so that he can determine if he or his designated officials should participate in or attend scheduled meetings.

2 DEFINITIONS

a Major IRM Activities. All automated information systems or projects estimated to cost more than \$1 million or systems which are unique; or precedent setting or which would not be compatible with existing systems in the agency or the Department's common administrative systems.

b Oversight Agencies. The Congress, the General Accounting Office, the General Services Administration, and the Office of Management and Budget.

3 TYPES OF CONTACT TO BE REPORTED

Contacts may be initiated either by the USDA agency or by the external agencies. When a contact is planned or within 24 hours of receipt of the request for information on major IRM activities, agencies and staff offices are to notify the Assistant Secretary for Administration either by memorandum or telephone call. Notification should identify who initiated the contact, who the contact will be with, and the purpose of the contact. If hearings or meetings with external agencies have been scheduled, the time and date of the meetings should be included in the notification. Examples of the types of or information to be reported include the following.

- a Agency Initiated Contacts. An agency decides to discuss major IRM activities with any of the oversight agencies.
- b Congressional Inquiry. A Congressional inquiry is received which relates specifically to a major IRM activity or project.
- c Congressional hearings and testimony not part of the normal appropriation process. An agency is to attend a hearing or give testimony at which funds for major IRM activities or projects are likely to be discussed.
- d GAO or GSA Audit. An agency is notified that the General Accounting Office or the General Services Administration intends to conduct an audit of the agency's operations which will include a review of a major IRM activity or project.
- e OMB Budgeting Hearings. An agency is notified that OMB will be asking questions related to major IRM projects in a scheduled budget hearing.